



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Communications Officer FY16-33

DEPARTMENT: Central Communications – E-911

ENTRY SALARY: \$14.13 per hour, plus benefits **PAY GRADE:** 13

REQUIREMENTS: Receive, monitor and dispatch emergency and non-emergency calls and radio communications traffic for Police, Fire, and Sheriff's Department throughout the County. Dispatches calls to appropriate area by radio. Documents radio traffic for all departments. Updates, maintains, and handles various related GCIC/NCIC matters. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or equivalent and one to two years experience performing duties in the field of E911 communications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have possession of or ability to readily obtain Georgia POST communications officer certification and GCIC/NCIC certification.

DEADLINE FOR APPLICATIONS: 5:00 PM – November 19, 2015

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe GA 30655.

POSTED: 11/06/2015

THIS POSTION DOES NOT REQUIRE THE SHERIFF'S APPLICATION